DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2621

Page 1 of 2

Agency: Maryland Department of the Environment, Operational Services Administration, Central Services

Item No.	Description	1	Retention
1.	Inventory Records: Annual Physical Inventory Disposal Records Donations and Transfers Annual Reports submitted to DGS		Retain for three years and until all audit requirements have been fulfilled, then destroy. This action pertains to item numbers 1-4.
2.	Materials and Supplies Records: Supply Room Inventory Reorder Reports Job Tickets Packing Slips Annual Reports submitted to DGS		
3.	Receiving Records: Records include packing slips, signor purchase orders, and receiving logs.	<u> </u>	
4	Mailroom: Records include check logs, Visa an USPS Report, UPS Report and Cert This schedule supersedes schedule 2217 and 2142.	ified Mail logs.	
or Division Date Signature Typed N	d Approved by Department, Agency, on Representative. September 25, 2012 e Jovin Cal Parame Lorrie Del Pizzo rector of Central Services	Schedule Authorized by State Date 10/22/2012 Signature Language	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.2621

Page 2 of 2

Agency: Maryland Department of the Environment, Operational Services Administration, Central Services

Item No.	Description	Retention
5a.	Facilities, Health and Safety: Facilities Maintenance and Housekeeping Requests and Security Incident Reports	Non permanent: Retain for 1 year, then screen annually and destroy all material not needed for conduct of business.
5b.	Health and Safety Training Files	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
6.	Administrative Records: Timesheets and leave cards	Retain for 3 years and destroy.
7a.	Fleet Management: Fleet Maintenance Monthly Invoices Monthly Reconciliation Fringe Benefit Reporting Forms Auctioned Vehicles/Boats/Trailers only: forms, violations/ mileage sheet/invoices Underutilized Reports Mileage Sheets 10,000 mile exemption request VISA Card Transactions & Reconciliation Statewide Fuel Management Invoices and BGE Invoices	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
7b.	General Rules Form. Driving Force for Safety Training/Test	Destroy after termination of employment.
8.	Corporate Purchasing Cards Monthly statements, Cardholder Transaction Logs and documentation Purchasing Card Applications	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

Instructions -Type or Print a separate form for	DEPAR	TMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	Jessup, Maryland 20794				PAGE1 OF1	
	410-799-1930					
Department/Agency	2. Divisio			3. Unit		
Maryland Department of the Environment	Operation	nal Services	Administration	n .	Central Services	
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a unit for reference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year			
INVENTORY				201	0_ to _2013	
6. Record Series Description (Briefly describe the t	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)					, , , , , , , , , , , , , , , , , , , ,	
Inventory records are used to ensure that MDE follo	ows all DG	S guidelines	and procedure	es pertainir	ng to inventory standards. The inventory records	
are Annual Physical Inventory Reports, Disposal Re	ecords, Do	onations, Tran	nsfers and Ani	nual Repor	s submitted to DGS.	
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7. Record Series Format(s) List all		8 Record Serie	es Sequence	9. Volume		
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geen, Garee, Gareen, Grand	y		, russion	LJ**	· · · · · · · · · · · · · · · · · · ·	
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13. Current Location(s) (Bldg., Floor, Room)	······································		14, is Record 9	Series Duplicat	ed Elsewhere? (If yes, specify agoncy or office.)	
MDE WAREHOUSE, 157 FLOOR, ROOM W103			□ Yes			
15. Access Restrictions (II Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ⊠ No			None ⊠ State ☐ Federal ☐ Independent			
		,	. Involve ⊠ State Federal Independent			
17. Is no lodgy System used? If use explain books and decaphs				·		
17. Is an Index System used? If yes, explain bnefly and describe requirements ☐ Yës ☑ No			18. Recom			
			Retain until audit requirements have been fulfilled and then destroy by			
			MDE.			
	•				·	
19. Name and Title of Preparer	Т	20 Tolont	no Murchas	21. Date		
MARK WELLS, INVENTORY MANAGER		20. Telepho 410-537-44		July 17, 2	2012	
		+10-301-44	••	July 17, 4		
	[<u> </u>			4	

Instructions -Type or Print a separate form for	DEPARTMEN	NT OF GENERA	SERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MAN			DIVISION	,		
with Records Retention Schedule (DGS 550-1)		terloo Road, P.O				
, in the second		sup, Maryland 20		PAGE1 OF1		
1 DecorpositAgency	2 Division	410-799-1930	- · · · · · · · · · · · · · · · · · · ·	2.11-4		
Department/Agency Magninged Connection of the Environment	2. Division		-**	3. Unit		
Maryland Department of the Environment	Operational Se	ervices Administ	avon	Central Services		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normal	ally filed and use	and used as a unit for reference as well as retention and disposition			
4. Record Series Title			5. Earli	est Year/Latest Year		
MATERIALS & SUPPLIES			20	10 to2013		
6. Record Series Description (Briefly describe the ty	ypes of information	tion/documents/f	rms found in ti	ne series. Include the purpose or function of the		
series.) Supply room inventory reports are produce	d to ensure that	the warehouse	hysical count	matches the count listed in FMIS. Re-order reports		
are used to re-stock the warehouse. Job tickets are	used to ensure	that customers	re receiving th	eir supplies from the warehouse. Packing slips are		
retained to ensure that deliveries are received in the	eir entirety. A wa	varehouse annua	report is subr	nitted to DGS because it's required according to		
COMAR.						
7. Record Series Format(s) List all	8. Rec	scord Series Sequenc	9. Volume			
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Audio Tape Floppy Disk	⊠≎	Chronological	☐ Comp	Computer Tape(s) Other (specify)Electronic		
☐ Bound Book ☐ Video Tape	□ G	Seographical				
Other (specify) _Electronic_		Other (specify)		0. Annual Accumulation		
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. Deity 🖾 Weeldy 🛄 Monthly 🔲 Annu	Jany	Number	ינ	☐ Month(s)		
		'				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Re	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
MDE, 5th Floor, Room 5403 MDE WAREHOUSE, 1st FLOOR, RM	W103		☐ Y⊶ ⊠ No			
15. Access Restrictions (If Yes, orle Law(s) & Regulation(s) ☐ Yes No		16. Aud	16. Audit Requirements			
			one 🛭 State 📋	Federal Independent		
17 to an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes			Retain until audit requirements have been fulfilled and then destroy by			
		MDE.				
				-		
19. Name and Title of Preparer	20. T	Telephone Numb	er 21. Date			
Justin Creswell, Facilities Manager	410-	-537-4427	July 25,	2012		
			'	·		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of the Environment DEFINITION: RECORD SERIES: A group of related red 4. Record Series Title RECEIVING 6. Record Series Description (Briefly describe the types Receiving records are used for proof of items purchase logs.	RECC 727 2. Division Operation Coords normal soft information of the coords are also as a second soft information of the	ORDS MANAI 5 Waterloo Ro Jessup, Mai 410-75 on nal Services A sally filed and	5. Earlie20		st Year/Latest Year 10 to2013 ies. Include the purpose or function of the series.	
				<u> </u>		
7. Record Series Format(s) List at		8. Record Sen	es Sequence	9. Volume		
x Letter Size Microfilm		Alphabetica	si	Number		
Legat Size Computer Tape		Numerical		₄ File Draw	er(s)	
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				r File Draw	er(s)	
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				Other (s		
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x Daily x Weekly x Monthly ☐ Annually			3 Number		ionth(s) x Year(s)	
				۳.		
	 					
13. Current Location(s) (Bidg., Floor, Room) MDE MAILROOM 5 TH FLOOR ROOM 5054			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) [] Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16 Audit Requirements			
☐ Yes x No						
·			□ None × State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe require	ments	· · · · · · · · · · · · · · · · · · ·	18. Recom	mended Ro	etention	
☐ Yes x No			Retain until audit requirements have been fulfilled and then destroy by			
			MDE.			
	•				·	
19. Name and Title of Preparer		20 Telenho	ne Number	21. Date		
CHARLES ALLEN MAILROOM / WAREHOUSE SUPER	RVISOR	410-537-31	· ·			

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of the Environment DEFINITION: RECORD SERIES: A group of related record Series Title MAILROOM 6. Record Series Description (Briefly describe the types Mailroom records include check logs, credit card and extended to the content of the series o	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo: Jessup, Maryland 20794 410-799-1930 2. Division Operational Services Administration records normally filed and used as a un			for referent 5. Earlier 201 In the seri	st Year/Latest Year 0_ to2013 es. Include the purpose or function of the series.
7. Record Series Format(s) List all		8 Record Seri	•	9. Volume 2 Number	
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a Other (specify)Electronic		Other (spec	offy) ,	10. Annual2	Accumulation
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11. File is Used			12. File Becomes Inactive After		
Daily Weekly Monthly Annually			Number Month(s) = Year(s)		onth(s) = Year(s)
13. Current Location(s) (Bkdg., Floor, Room) MDE MAILROOM 5TH FLOOR ROOM 5054			14. Is Record Senes Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No			16 Audt Requirements ☐ None ≺ Stéte ☐ Federal ☐ Independent		ederal 🔲 Independent
17, Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No .			Recommended Retention Retain until audit requirements have been fulfilled and then of MDE.		
19. Name and Title of Preparer CHARLES ALLEN MAILROOM / WAREHOUSE SUPERVISOR 410-537-318		1		2012	

InstructionsType or Print a separate form for	DEPAR	TMENT OF C	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
	Jessup, Maryland 20794			•	PAGE1 OF1	
Department/Agency	2. Divisio		99-1930		3. Unit	
Maryland Department of the Environment	Operatio	nal Services	Administration	,	Central Services	
DEFINITION: RECORD SERIES: A group of related	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title			· · · · · · · · · · · · · · · · · · ·	5 Fadio	et Vaaril ateet Vaar	
FACILITIES, HEALTH and SAFETY			5. Earliest Year/Latest Year 2010 to2013			
6. Record Series Description (Briefly describe the ty	vpes of inf	omation/doc	uments/forms	<u> </u>		
series.)	,					
Facilities records are used to ensure that MOE suffi	ciently mo	onitors and re-	ctifies building	issues and	d requests. Health and safety records are retained	
to ensure that MDE is conforming with all Federal,	State and	Local laws an	d regulations.	pertaining	to safety in the workplace.	
•			•			
7. Record Series Format(s) List all		8. Record Serie	rs Sequence	9 Volume		
		_		│ ₄		
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13 Current Location(s) (Bldg. Floor, Room)						
13 Current Location(s) (Bidg., Floor, Room) MDE, 5th Floor, Office 5403			14 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		ou cisawnere? (ir yas, spacify agency of omos.)	
15 Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16 Audit Requirements			
☐ Yes 🖾 No				.		
			∐ None	DZI State [Federal Independent	
17 is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	17 Is an Index System used? If yes, explain bnefly and describe requirements			mended R	etention	
			audit requi	rements have been fulfilled and then destroy by		
		MDE.				
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			<u> </u>			
19. Name and Title of Preparer			one Number	21. Date		
Justin Creswell, Facilities Manager		410-537-44	27	July 25, 2	2012	
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275			
	Jessup, Maryland 20794				PAGE1 OF1		
Department/Agency	2. Divisio		99-1930		2.11-3		
Maryland Department of the Environment			Administratio	_	3. Unit		
was yeard occasioned of the Environment	Operatio	riai Services	Administratio	£1	Central Services		
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
Record Series Title				5. Earlie:	st Year/Latest Year		
ADMINISTRATIVE				201	0_ to _2013_		
Record Series Description (Briefly describe the h	ypes of info	ormation/doc	uments/forms	found in the	e series. Include the purpose or function of the		
series.)							
Time Sheets - Process time sheets - contractual					-		
Leave Cards - track and Log employee's leave can	ds						
7. Record Senes Format(s) List all		8. Record Serie	es Sequence	9. Volume 2			
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13. Current Location(s) (Bldg., Floor, Room) MDE Mailroom 5º Floor - Room # 5054			14 is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
			Yes «No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes «No			16 Audit Requirements				
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17 Is an index System used? If use aurilous briefly and describe a							
17. Is an Index System used? If yes, explain briefly and describe requirements Yes « No			18. Recommended Retention				
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			MDE.				
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19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Lucy Marcum - Administration Specialists II		410 537 351	13	July 19,	2012 ·		
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Instructions -Type or Print a separate form for	DEPARTMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	GEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275			
,	Jessup, Ma	ryland 20794		PAGE1 OF1		
Department/Agency	2. Division			3. Unit		
Maryland Department of the Environment	Operational Services	Administration	n	Central Services - Fleet Management		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition		
Record Series Title	•		5. Earlie	st Year/Latest Year		
FLEET		•	2010	D_ to _2014		
Record Series Description (Briefly describe the ty series.)	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Fleet records are used to ensure that M.D.E. follows	LIGO boc 2001 lles	avidalises es	d proced	as participa to Float standards. The Float		
records are used to ensure that M.D.E. rollows records are Physical Inventory Reports, Disposal R						
1000 and 1 hydrodi inventory reports, Disposal Re	consist containons, IId	потего дли АП	iiuai riepor	t saamilieu to D.G.S. and D.S.M.		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
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Legal Size Computer Tape	⊠ Numerical		⊠ Fde Dra	wor(s)		
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11. File is Used		12. File Becom	es Inactive Aft	er ·		
	vally	4				
	•					
13 Current Location(s) (Bidg., Floor, Room) . MDE Warehouse 1 st Floor, Room W101 Fleet Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15. Audit Congramants				
Yes 🛛 No		16. Audit Requirements				
		☐ None	State [Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	18. Recom	mended Re	etention			
☐ Yes ☑ No		Retain until	audit requi	rements have been fulfilled and then destroy by		
•		M.D.E.				
·						
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Anita E. Foltz, Fleet Manager	410-537-30	68	July 30, 2	2012		

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 7275 Water Jessur 1. Department/Agency 2. Division			5. Earlies20 ation/documents/forms found in the		st Year/Latest Year 10 to2013 e series. Include the purpose or function of the		
series.) Monthly statements are used to track purch the purchases of each cardholder. Purchasing card							
7. Record Series Format(s) List all		8. Record Seri	ss Sequence	9. Volume			
☑ Letter Size		Alphabetica		6 Number			
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Other (specify)		Other (spec	10. Annual Accumulation		Accumulation		
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☐ Dailly 🔯 Weekly 🔲 Monthly 🛄 Annu	ually .		Number	□ M	onth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Sh Boor, Room \$100		,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cité l.aw(s) & Regulation(s)			16. Audit Requirements				
☐ Yes			None ⊠ State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended Re	etention		
☐ Yes			Retain until audit requirements have been fulfilled and then destroy by MDE.		rements have been fulfilled and then destroy by		
19. Name and Title of Preparer	T	20. Telepho	ne Number	21. Date			
Lorrie Del Pizzo, Director of Central Services 410-537-44			82. July 26, 2012				